

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Landfill Superintendent **GR:** 18 **FLSA:** EX **DATE:** 04/13/2006

DEPARTMENT: Public Works **DIVISION:** GS/Solid Waste

REPORTS TO: General Services Director **APPROVED:** _____ **JOB CODE:** 4088

GENERAL DESCRIPTION:

Under administrative direction, performs technical, supervisory and administrative work directing the activities involved in the operation and maintenance of a municipal Sub-Title D Landfill. Work varies, requiring interpretive judgement within prescribed standards and procedures; has significant opportunity for discretion and independent action.

TYPICAL DUTIES:

Plans, directs and supervises the operation of the solid waste landfill; assigns crews; reviews complaints regarding solid waste and takes appropriate action; directs and performs maintenance and repair of equipment; operates heavy equipment; reviews purchases or recommends for purchase, kind and amount of equipment needed; reviews and recommends personnel needs; prepares budget requests for division; analyzes and interprets costs reports, work records, operating procedures and institutes changes indicated; coordinates work of Solid Waste Division with other agencies and departments; coordinates with state KDHE officials, consulting engineering firms, and City officials, concerning operational requirements; uses various computer software programs to produce reports, presentations, and spreadsheets; attends meetings with other jurisdictions, departments, local businesses and institutions as required; continually reviews system to determine areas of improvement; prepares periodic operating reports; administers federal and state regulations; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Serves as a section head of a major division.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school and five years of progressively responsible experience in solid waste or related sanitation operations, including three years of supervisory experience; at least one year as a supervisor at a landfill; environmental college level course work is desirable; possession of valid Kansas commercial driver's license (CDL) with air brakes and tanker endorsements or ability to obtain within 3 months of appointment; possession or have the ability to obtain a SWANA MOLO Certification within two years of the start of employment. A Kansas Department of Agriculture Pesticide license is desirable.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Efficiently and effectively handle complaints received. (Daily)

ESSENTIAL JOB FUNCTIONS (continued):

Prepare records and reports as required. (Daily)

Effectively plans and directs the solid waste landfill operation. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential data. (Daily)

Possess and maintain thorough knowledge of equipment, materials, policies, practices, safety and federal and state regulations relative to disposal and landfill operations. (Daily)

Effectively assign and supervise personnel. (Daily)

Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Climbs inclines, uneven surfaces, balance required

Walking: Some walking over rough ground required

Stooping/Bending: Occasional stooping, bending and twisting required

Stand/Sit: Sit about 30 percent of the time

Reaching: Occasional reaching, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Extensive coordination to operate heavy equipment over rough terrain

Manual Dexterity: Good dexterity to handle mechanic's hand tools

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse weather conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Exposed to heavy construction noise

Hazards: Moderate exposure to traffic safety and construction areas

Fumes/Dust/Odors: Exposure to dust, odors and minimal fumes

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen and apply information and instructions.

Ability to organize information and prepare records.

Ability to understand and perform mathematical concepts accurately.

Ability to apply and comprehend computer software principles.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, computer, scales, landfill heavy equipment, welder and hand tools.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.